

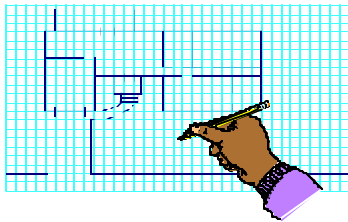


## PROCEDURAL GUIDELINES EXHIBIT, CRAFT & TRADE SHOWS



### Intention

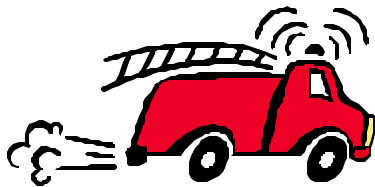
This pamphlet is intended to provide participants and organizers of exhibit, craft, or trade shows with the requirements necessary to maintain fire safety. Such shows, by nature of their goods and displays, can pose a fire hazard. These guidelines are intended to provide direction in order to help maintain a successful, safe, and orderly event.



### Plan Review & Permit

When submitting application for permit, plans shall be included for review by the City no less than 14 days prior to the event. These plans must include the following:

- site plan indicating intended parking and traffic pattern
- floor plan showing display locations and dimensions of aisle widths
- egress pattern and exit locations
- a controlled entry and exit point
- proposed electrical power source(s), appliances, and wiring methods
- general description of items to be sold or displayed



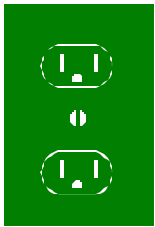
### Accessibility & Parking

Vehicular access to drives and entrances must be maintained for fire trucks and other emergency vehicles. Where fire lanes exist, parking cannot occur. Parking must be restricted to designated parking lots either on or off site. A predetermined traffic pattern must be enforced to maintain the orderly movement of pedestrian and vehicular traffic and prevent congestion at the event and in the vicinity of the event.



### **Exits**

Exits shall be unlocked, kept free and clear of obstructions, and shall be adequate to accommodate attendees. A controlled entry and exit point shall be established and monitored for separate egress and ingress to the display area. Exit signs and emergency egress lighting must be operational.



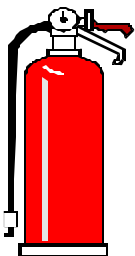
### **Electrical**

Where electrical power is needed and not immediately provided for, adequate temporary means shall be made available, such as approved plug strips with built-in circuit breakers. Unapproved extension cords are not permitted. Any approved temporary wiring methods must be secured to prevent a trip hazard. Electrical outlets must not be overloaded.



### **Lighting & Candles**

Lighting fixtures shall be of a type that will not generate heat and shall be kept clear of nearby combustible items. The use of lit candles for lighting or display purposes is prohibited.



### **Fire Extinguishers**

An adequate number of approved fire extinguishers must be visibly present and easily accessible for immediate use. The minimum size (rating) shall not be less than 5 pounds (2A-10BC). Fire extinguishers shall be fully charged and in proper working order with an approved and current service tag affixed.